

## Temporary Employee Pay

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- 1.0 POLICY STATEMENT:** The City recognizes the importance of temporary and seasonal employees in the delivery of City services. This policy establishes policies for temporary and seasonal employees to ensure consistency in application throughout the organization.
- 2.0 PROCEDURES:** As described herein, the city will ensure fair and equitable pay for temporary and seasonal employees, hereinafter collectively referred to as a “temporary” employee.
- 2.1 Temporary status is an employee who is hired for a short-term, definitive period not to exceed eleven (11) months in a fiscal or calendar year, such as to staff a summer youth program or a fall leaf collection program. With the exception of workers’ compensation coverage, a temporary employee is not eligible for any other benefits. A temporary employee serves on an at-will basis regardless of their length of employment and shall not serve in a supervisory position.
- 2.2 No leave, medical, retirement and holiday benefits are offered to temporary employees; therefore, they receive no paid time off for any reason.
- 2.3 A temporary employee shall be initially appointed at the minimum of the classification’s pay grade as established herein, perform the essential functions and meet the performance standards of the position.
- 2.4 Overtime should not occur nor be expected for temporary employees. In the event the City engages in activities that require an excess of forty (40) hours per work week, the temporary employee shall receive overtime pay in accordance with state and federal laws.
- 2.5 Temporary employees paid hourly who return for consecutive years of employment in the same classification may be eligible for a pay increase up to \$0.25 per hour. Temporary employees in the classification of Referee Umpire, not paid hourly, may be eligible for a pay increase up to \$1.00 per game. Pay increases may occur provided the City approves any type of pay adjustment for the current fiscal year. In no instance shall a temporary employee’s pay rate, hired after July 1, 2012, exceed the maximum hourly rate as described herein.
- 2.5.1 Pay increases are not automatic and are subject to Department Director approval. Department Directors should evaluate all returning employees in making a decision to provide a pay adjustment or not.
- 2.6 Temporary employees hired through external staffing agencies will be paid the contractual rate as determined and budgeted by the department director.

- 2.7 No temporary employees shall have the same classification as positions listed in the City's *Pay and Classification Plan*, unless approved by Human Resources. Temporary employees may receive a pay adjustment if appointed to full-time status or a higher classification in accordance with the City's policies with approval from the City Manager. The date of the appointment to full-time status, regardless of classification, will be the employee's new classification date and benefits for full-time status will accrue based on this date.
- 2.8 Employees who have retired from the City may return to work at a rate of pay not less than minimum wage in accordance with state and federal law and not to exceed three fourths (3/4) their hourly rate of pay at the date of their City retirement. For example, if the rate of pay at retirement is \$20 per hour, the maximum rate of pay would be \$15 per hour ( $\$20 \times .75 = \$15$ ). The new rate of pay described herein for existing retirees who are working will become effective July 1, 2013. For retirees hired after July 1, 2012, these rates become effective immediately. Their classification shall be 'Retiree Temp' unless otherwise approved.
- 2.8.1 Retirees are required to complete City and retirement temporary employment forms each year by June 30.
- 2.9 Interns will be classified as temporary employees and rate of pay shall be set by contractual agreements, if any, or the hiring manager and approved by the City Manager. Their classification shall be "Intern" followed by an abbreviation of the department, i.e., Intern PW, Intern HR, Intern Admin, etc.
- 2.10 The pay scale for temporary employees accompanies and follows the policy.
- 3.0 RESPONSIBILITY:** The Human Resource Director shall be responsible for ensuring that this policy is communicated. Department Directors are responsible for following the provisions of the policy, i.e., assigning proper classification, rate of pay, etc.

APPROVED:

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M. Denis Peterson  
City Manager

Original: 07/01/2012  
Revisions:

The pay scale for temporary employees pay is as follows:

Pay Grade	Title	FLSA	Minimum	Maximum
A	Cashier ( <i>P&amp;R</i> )	N	\$7.25	\$8.25
A	Driver Trainee ( <i>Transit</i> )	N	\$7.25	\$8.25
A	Instructor ( <i>P&amp;R</i> )	N	\$7.25	\$8.25
A	Maintenance ( <i>P&amp;R, Transit</i> )	N	\$7.25	\$8.25
A	Office Aide	N	\$7.25	\$8.25
A	Park Attendant ( <i>P&amp;R</i> )	N	\$7.25	\$8.25
A	Pool Attendant ( <i>P&amp;R</i> )	N	\$7.25	\$8.25
A	Recreation Aide ( <i>P&amp;R</i> )	N	\$7.25	\$8.25
A	Scorekeeper ( <i>P&amp;R</i> )	N	\$7.25	\$8.25
A	Vehicle Washer	N	\$7.25	\$8.25
B	Counselor Camp ( <i>P&amp;R</i> )	N	\$7.55	\$8.55
B	Complex Assistant ( <i>P&amp;R</i> )	N	\$7.55	\$8.55
B	Concessions Staff ( <i>FH</i> )	N	\$7.55	\$8.55
B	Usher ( <i>FH</i> )	N	\$7.55	\$8.55
C	Event Staff ( <i>FH</i> )	N	\$7.85	\$8.85
C	Flagger Tester ( <i>W/S</i> )	N	\$7.85	\$8.85
C	Maintenance Staff ( <i>FH</i> )	N	\$7.85	\$8.85
C	Usher Lead ( <i>FH</i> )	N	\$7.85	\$8.85
C	Lifeguard ( <i>P&amp;R</i> )	N	\$7.85	\$8.85
D	Concession Coordinator ( <i>FH</i> )	N	\$8.25	\$9.25
D	Event Maintenance ( <i>FH</i> )	N	\$8.25	\$9.25
E	Box Office Staff ( <i>FH</i> )	N	\$8.75	\$9.75
E	Lifeguard Instructor ( <i>P&amp;R</i> )	N	\$8.75	\$9.75
F	Leaf Collection	N	\$9.00	\$10.00
F	Mowing Crew	N	\$9.00	\$10.00
F	Refuse Collection	N	\$9.00	\$10.00
F	Transportation/Facility Staff ( <i>SC</i> )	N	\$9.00	\$10.00
G	Box Office Lead ( <i>FH</i> )	N	\$9.50	\$10.50
G	Concessions Lead ( <i>FH</i> )	N	\$9.50	\$10.50
G	Instructor Lead ( <i>P&amp;R</i> )	N	\$9.50	\$10.50
G	Office Coordinator	N	\$9.50	\$10.50
H	Construction Assistant	N	\$10.00	\$11.00
H	Coordinator	N	\$10.00	\$11.00
I	Counselor Lead ( <i>P&amp;R</i> )	N	\$11.00	\$12.00
J	Driver Relief I ( <i>Transit</i> )	N	\$11.75	\$12.75
K	Driver Relief II ( <i>Transit</i> )	N	\$12.95	\$13.95
L	Referee Umpire (per game)	N	\$15.00	\$21.00